



New Zealand
Indian Sports
Association Inc.

INVITATION GROUP PROCESS & CRITERIA

July 2018 Version 1.1

APPENDIX C

Introduction

1. Purpose and Scope

This policy allows the invitation of new teams, clubs and organisations to the NZISA to generate growth in NZISA events. It is aimed at facilitating an increase in participation numbers for current NZISA sports which could benefit from greater participation and allow for the creation of new sporting events.

2. Intended Outcomes

By following the process set out in this policy a new group will eventually achieve one of two outcomes:

- Become affiliated with a current member of the NZISA
- Become a Provisional Affiliate of the NZISA

In both cases the intention is to have long term, sustainable members of the NZISA who can enter teams into NZISA on an annual and ongoing basis.

3. Definitions

Member of the NZISA means one of the eight Indian Sports clubs which form the NZISA as at January 2018. They are:

- North Harbour Indian Sports Club Inc.
- Auckland Indian Sports Club Inc.
- Pukekohe Indian Sports Club Inc.
- Waikato Indian Sports Club
- Bay of Plenty Indian Sports Club Inc.
- Central Districts Indian Sports Club Inc.
- Wellington Indian Sports Club Inc.
- Christchurch Indian Sports Club

Invitation Group means the status granted to a group that has been assessed by the NZISA as suitable to participate in NZISA events. An invited group is not a member of the NZISA and does not hold voting rights on any NZISA matters however they have speaking rights to allow them to participate at all NZISA meetings.

Invitation to Participate means an offer from the NZISA to the invitation group to enter a team or teams into an NZISA event and accompanies the approval of Invitation Group status. Such an invitation is granted on a one off basis and does not guarantee or give the group the right to participate at the event the following year or in any other NZISA events.

Group means an individual team, club, group or other organisation that is requesting to participate in NZISA events or a team, or who is approached by the NZISA to investigate potential participation in NZISA events.

Process

5.1 Initial Contact

Contact to initiate this process may be made by either the group who wishes to participate to the NZISA or vice versa

5.2 Initial Assessment for Invitation Group status

The NZISA President or NZISA Sub-committee will meet with representatives of the group. The intention of this meeting is to determine if the group is suitable fit to participate in NZISA events and that there is mutual benefit to both parties. This meeting would preferably take place in person, where this proves impractical may be conducted using available means including video or phone call.

The key points to be covered between the two parties are listed in Schedule A to this policy. This appendix details the minimum requirements to be covered between the group and the NZISA. This stage may take more than one meeting to cover the required content. The meeting should be documented for NZISA records.

After the NZISA has met with the prospective invitation group the NZISA sub-committee will make a recommendation to the NZISA President who will make the final decision and will advise the group in writing of the outcome.

Where the group is granted Invitation group status the NZISA will provide information on:

- The NZISA events for which the group has an Invitation to Participate
- Information about the local NZISA member club with relevant contact information.
- Further information regarding the options for becoming a Provision Affiliate of the NZISA

5.3 Fast Tracking the Invitation Group assessment process

To facilitate the ability for a team to be invited to an event in a reduced amount of time the President after carrying out as much of the policy as they deem practical to be considered due diligence given the timeframe, may grant the group Invitation Group status. This is limited to the first time that the group participates in an NZISA event only. Fast tracking may be applied to a club or organisation that wishes to enter multiple teams into the event, however, the decision of the final number of teams that are invited remains that of the NZISA President.

The NZISA President should use the criteria listed in Schedule A as a guideline and provide a record of which of the parts of this have been undertaken to assist with justifying their decision to fast track an invitation the NZISA executive. The NZISA Subcommittee may be consulted at the discretion of the NZISA President.

Subsequent entries into a NZISA event are required to follow the requirements set out in this document.

5.4 Participating in NZISA Events

An Invitation Group who is invited to participate in an NZISA event and enters a team will be subject to all NZISA rules, regulations and entry fees while participating in the event.

5.5 Participating in NZISA Meetings and Discussions

Invitation groups are suggested to attend NZISA meetings and partake in conversations with the NZISA and its member clubs.

It is recommended that the Invitation Group contacts the local NZISA Club or Clubs to discuss the possibility of working together and areas of possible mutual benefit.

5.6 Expiration of the Invitation Group Status

The status of Invitation Group will last for one year from the date it is granted or where the Invitation Group status has been extended one year from the date where Invitation Group status would have expired.

5.7 Extending the Invitation Group status

After being granted Invitation Group status for one year the group may request to have their Invitation Group status extended for a further year. Where an invitation to an NZISA has been fast tracked; the Invitation Group must complete the initial assessment process in full as a part of this document before the Invitation Group status may be extended.

Requests to extend the Invitation Group Status must be made to the NZISA in writing at least one month prior to the expiration of the Invitation Group status. The Subcommittee of the NZISA after considering the factors listed in Schedule B of this document will recommend to the NZISA President either to extend the Invitation Group status or decline the request. The NZISA President will make the final decision and the decision will be communicated in writing to the group concerned.

5.8 Limit to Invitation Group status extensions

An Invitation group may only extend their Invitation Group Status once.

5.9 Reapplication after a declined application

Should an initial application for invitation group status be declined the group has the right to reapply for invitation group status the following year.

Should the Invitation Group status not be extended after being invited to participate at an event by the NZISA the group may not apply to participate for a period of one year from the expiry of their Invitation Group status.

5.10 Reapplication after failure to participate at a subsequent event

Should a group be unable to participate at a subsequent event or following a declined application for Invitation Group status, the group must work through the steps of this policy again. The option to fast track the initial assessment will not apply. The inconsistency of participation for should be noted when assessing the group for invitation group status with focus on the changes that have been implemented to ensure more consistent participation in the future.

5.11 Progressing from Invitation Group status

An invitation group may at any point choose to become affiliated to a current NZISA member club. This could involve becoming a branch of a member club.

After two years of holding Invitation group status the Invitation Group must choose to become affiliated as a part of a current NZISA member club or to pursue Provisional Affiliation to the NZISA before they can continue to participate in NZISA events.

SCHEDULE A

INITIAL ASSESSMENT FOR INVITATION GROUP STATUS

Topics to cover with the Group to determine suitability for NZISA Events

About the group?

How long has the group been established?

What are the participation numbers involved and how stable are these numbers?

What sports do they participate in?

What is their organisational structure?

NZISA Knowledge:

How did they find out about the NZISA?

What do they know about the NZISA structure, operations and events? (NZISA to provide Information Pack)

What do they know about the NZISA membership policy? Tiers of membership, time periods involved and requirements for each.

Working with the NZISA and the wider community:

What do they hope to achieve by competing in NZISA events?

We have clubs which cover the country what can you bring that would be different to our organisation?

Are any of the group's membership members of a current NZISA club? Have any members competed in NZISA events before?

NZISA to consult with the local NZISA member club to evaluate impacts on their club

Competition Body Reference Checks:

Where teams compete in a regular competition

Team feedback (player behaviour, judicial issues)

Admin feedback (on-time payment, outstanding debts)

For Organised Groups:

Attend one or more of the groups meetings

SCHEDULE B

CONSIDERATION FOR EXTENDING INVITATION GROUP STATUS

Pre Event:

Timeliness of Entries & Forms

Communication

Issues noted:

During the Event:

Attended Managers meeting

On field behaviour

Behaviour towards officials and administrators

Off field behaviour

Post Event:

Feedback from NZISA members

Issues noted:

Outside of Events:

Participation in NZISA meetings/discussions

PROPOSED INVITATION POLICY PROCESS

